

1 FAM 040

THE UNDER SECRETARIES OF STATE

(TL:ORG-81; 10-01-1999)

1 FAM 041 UNDER SECRETARY FOR POLITICAL AFFAIRS (P)

1 FAM 041.1 Responsibilities

(TL:ORG-62; 1-31-95)

- a. Reports directly to the Secretary of State (S).
- b. In the absence of the Secretary, or Deputy Secretary, serves as Acting Secretary of State as designated under Public Notice 802, dated March 30, 1982 (47 FR 16131) as amended by Public Notice 903, dated May 4, 1984 (49 FR 20590).
- c. Assists the Secretary and the Deputy Secretary in the formulation and conduct of U.S. foreign policy.
- d. Assists the Secretary and the Deputy Secretary in carrying out the former's authority and responsibility for the overall direction, coordination, and supervision of interdepartmental activities of the U.S. Government abroad.
- e. Assists the Deputy Secretary in providing recommendations to the Secretary on all principal personnel appointments.
- f. Assists the Deputy Secretary in giving overall direction to the substantive functioning of the Department.
- g. Assists the Secretary and the Deputy Secretary in giving foreign policy guidance to other departments and agencies.
- h. Assists the Secretary and the Deputy Secretary in ensuring that the Department's relations with other departments and agencies of the U.S. Government are effectively coordinated, including giving general direction within the Department to political-military and intelligence matters and to relations with other departments and agencies on such matters.
- i. Serves as crisis manager for the Department.
- j. Undertakes assignments as requested by the Secretary and the Deputy Secretary.

k. Assists the Secretary, on request, in representing the United States at international meetings, on special missions, in performing other representational assignments, and in presenting the Department's position before congressional committees.

l. Provides policy guidance to the Department units reporting to the Under Secretary.

m. Has substantive and coordinating responsibility for 1 FAM 041—Under Secretary for Political Affairs (P).

1 FAM 041.2 Management Oversight

(TL:ORG-62; 1-31-95)

The following Department of State units report directly to the Under Secretary (P):

- (1) Bureau for African Affairs (AF);
- (2) Bureau for East Asian and Pacific Affairs (EAP);
- (3) Bureau for European and Canadian Affairs (EUR);
- (4) Bureau for Inter-American Affairs (ARA);
- (5) Bureau for Near Eastern Affairs (NEA);
- (6) Bureau for South Asian Affairs (SA); and
- (7) Bureau for International Organization Affairs (IO).

1 FAM 041.3 Authorities

(TL:ORG-62; 1-31-95)

a. Department of State Delegation of Authority No. 124—functions related to the Peace Corps.

b. Department of State Delegation of Authority No. 150—Circular 175 Procedure authority.

c. Department of State Delegation of Authority No. 193—functions under the FY 92-93 State Authorization Act.

d. Department of State Delegation of Authority Number 205—negotiation and conclusion of international agreements.

e. Department of State Delegation of Authority No. 210—certain functions under the Immigration laws.

f. Department of State Delegation of Authority Number 214—reports on People's Mujaheddin of Iran, Russian military operations, Occupied Tibet, activities of Cambodian Genocide Investigation,

g. Public Notice 802, dated March 30, 1982 (47 FR 16131) as amended by Public Notice 903, dated May 4, 1984 (49 FR 20590).

h. Other authorities, as appropriate.

1 FAM 042 UNDER SECRETARY FOR ECONOMIC, BUSINESS, AND AGRICULTURAL AFFAIRS (E)

1 FAM 042.1 Responsibilities

(TL:ORG-62; 1-31-95)

a. Reports directly to the Secretary of State (S).

b. In the absence of the Secretary, or Deputy Secretary, serves as Acting Secretary of State as designated under Public Notice 802, dated March 30, 1982 (47 FR 16131) as amended by Public Notice 903, dated May 4, 1984 (49 FR 20590).

c. Serves as the principal adviser to the Secretary and Deputy Secretary on matters of foreign economic and commercial policy. Directs formulation of and/or coordinates Department policies and positions on economic, commercial, and agricultural issues. Supervises the execution of such policy within the Department of State and represents the Department on such matters with other agencies of the U.S. Government. In pursuing these functions, coordinates, as appropriate, with the Under Secretary for Political Affairs, the Under Secretary for Arms Control and International Security Affairs, and the Under Secretary for Global Affairs on matters within the areas of responsibilities of those officers.

d. Assists the Secretary and the Deputy Secretary in carrying out their responsibilities in the field of economic assistance, both bilateral and multilateral.

e. Undertakes assignments as requested by the Secretary and Deputy Secretary.

f. Assists the Secretary, on request, in representing the United States at international meetings, in performing other representational assignments, and in presenting the Department's position before congressional committees on economic matters.

g. Assists the Secretary, on request, in representing the Department at interdepartmental meetings including Cabinet councils, and the National Economic Council, and in providing policy advice to the Secretary on matters under consideration by these groups.

h. Serves as alternate Governor for:

(1) The International Bank for Reconstruction and Development (IBRD);

(2) The Inter-American Development Bank (IDB);

(3) The Asian Development Bank (ADB);

(4) The African Development Fund (AFDB); and

(5) The European Bank for Reconstruction and Development (EBRD).

i. Has substantive and coordinating responsibility for 1 FAM 042 — Under Secretary for Economic, Business, and Agricultural Affairs (E).

1 FAM 042.2 Management Oversight

(TL:ORG-62; 1-31-95)

The Bureau for Economic and Business Affairs (EB) reports directly to the Under Secretary (E).

1 FAM 042.2-1 Coordinator for Business Affairs (E/CBA)

(TL:ORG-62; 1-31-95)

a. Reports directly to the Under Secretary (E).

b. Serves as the focal point for the Department's outreach to the U.S. business community; has primary responsibility in the Department for developing, analyzing, and coordinating efforts to vigorously support and facilitate U.S. business interests abroad.

c. Works closely with the Department regional bureaus, other U.S. Government agencies, and with Congress to promote support for U.S. businesses abroad, and provides assistance to U.S. firms seeking help with business problems abroad.

1 FAM 042.3 Authorities

(TL:ORG-62; 1-31-95)

- a. Department of State Delegation of Authority No. 121—Meat Import Restrictions.
- b. Department of State Delegation of Authority No. 123—Functions With Respect to Textile Trade Agreements.
- c. Department of State Delegation of Authority No. 150—Circular 175 Procedure Authority.
- d. Department of State Delegation of Authority No. 178—Certain Functions Under 18 U.S.C. 203 note.
- e. Department of State Delegation of Authority Number 205—negotiation and conclusion of international agreements.
- f. Department of State Delegation of Authority Number 214—resumption of assistance, and expropriation report.
- g. Public Notice 802, dated March 30, 1982 (47 FR 16131) as amended by Public Notice 903, dated May 4, 1984 (49 FR 20590).
- h. Other authorities, as appropriate.

1 FAM 043 UNDER SECRETARY FOR ARMS CONTROL AND INTERNATIONAL SECURITY AFFAIRS (T)

1 FAM 043.1 Responsibilities

(TL:ORG-62; 1-31-95)

- a. Reports directly to the Secretary of State (S).
- b. In the absence of the Secretary and Deputy Secretary, serves as Acting Secretary of State as designated under Public Notice 802, dated March 30, 1982 (47 FR 16131) as amended by Public Notice 903, dated May 4, 1984 (49 FR 20590).
- c. Directs and coordinates arms control policy for the Department. Directs the negotiation and implementation of arms control agreements with foreign countries and oversees related diplomatic efforts.

d. Directs and coordinates nonproliferation policy for the Department, including missile, nuclear, chemical, biological and conventional weapons proliferation. By statute, coordinates diplomatic efforts to obtain the agreement of all appropriate countries to the Missile Technology Control Regime and coordinates policies within the U.S. on strategies for restricting the export of components of missiles capable of delivering weapons of mass destruction. By delegation, exercises various authorities relating to the imposition of proliferation sanctions on foreign persons and countries as required by U.S. law. Directs the negotiation of agreements with foreign countries to implement U.S. non- proliferation policies. Oversees and provides policy guidance for use of the Nonproliferation and Disarmament Fund.

e. Directs and coordinates export control policy for the Department. By delegation, regulates the export and temporary import of defense articles and services under the Arms Export Control Act (including the issuance, revocation, or suspension of export licenses and related regulations) and determines which articles shall be deemed to be defense articles. By delegation, reviews, formulates policy with respect to, and reports as appropriate, unauthorized arms transfers or substantial violations of applicable military assistance agreements.

f. By delegation, provides policy direction and coordination of selected foreign assistance programs (Economic Support Funds, military assistance, including excess defense articles, and foreign military sales and loan programs). This includes responsibility for the continuous supervision and general direction of all such programs to insure effective integration with each other and with economic assistance programs both at home and abroad. In the exercise of this responsibility, the Under Secretary shall:

(1) Ensure that all such assistance programs are planned, developed, and implemented in furtherance of U.S. foreign policy and national security objectives;

(2) Direct a continuing system of planning and coordination of assistance programs in order to effect the fullest degree of integration in furtherance of the objectives of these programs;

(3) Direct the development of an integrated presentation of such assistance programs; and

(4) Determine whether there shall be such an assistance program in a certain country, and if so, the value thereof.

g. Assists the Secretary in representing the United States at international meetings, in performing other representational assignments, and in presenting the Department's position before Congressional committees.

h. Undertakes other additional duties as may be requested by the Secretary or the Deputy Secretary.

i. Has substantive and coordinating responsibility for 1 FAM 043 — Under Secretary for Arms Control and International Security Affairs (T).

1 FAM 043.2 Management Oversight

(TL:ORG-62; 1-31-95)

The Bureau for Politico-Military Affairs (PM) reports directly to the Under Secretary (T).

1 FAM 043.3 Authorities

(TL:ORG-62; 1-31-95)

a. State Department Basic Authorities Act of 1956 sections 1 and 45, as amended in 2 U.S.C. 2651a.

b. Dire Emergency Supplemental Appropriations and Transfers, Urgent Supplementals, and Correcting Enrollment Errors Act section 407 (June 30, 1989).

c. Foreign Assistance Act of 1961 section 624(e) (22 U.S.C. 2384, 1961) (coordinating security assistance programs).

d. Department of State Delegation of Authority No. 145, 45 FR 11655 (February 4, 1980), reprinted as amended in 59 FR 33812 (June 10, 1994).

e. Department of State Delegation of Authority No. 150—Negotiation, Signature, and Termination of Treaties and Other International Agreements (December 14, 1982) (Circular 175 Procedure authority).

f. Department of State Delegation of Authority Number 205—Negotiation, Signature, and Termination of Treaties and Other International Agreements (September 1, 1993).

g. Department of State Delegation of Authority Number 214—Delegation of Responsibilities Under the Foreign Relations Authorization Act, Fiscal Years 1994 and 1995, and Certain related Acts, 59 FR 50790 (September 20, 1994) (report on Middle East arms sales policy, prohibition on incentive payments under the Arms Export control Act, notification to Congress on certain events involving the missile technology control scheme, advisory opinions regarding sanctions for nuclear proliferation).

h. Public Notice 802, dated March 30, 1982 (47 FR 16131) as amended by Public Notice 903, dated May 4, 1984 (49 FR 20590).

- i. Executive Order 11958 (arms control).
- j. Executive Order 12163 section 1-201 (military assistance).
- k. Other authorities, as appropriate.

1 FAM 044 UNDER SECRETARY FOR MANAGEMENT (M)

1 FAM 044.1 Responsibilities

(TL:ORG-66; 1-15-97)

(Effective 1-15-97)

- a. Reports directly to the Secretary of State (S).
- b. Serves as the principal adviser to the Secretary of State on all matters involving the allocation of State Department resources in support of the President's foreign policy objectives.
- c. Develops and executes management policies, including control of positions, funds, and other worldwide Department resources required to implement the foreign policies of the United States.
- d. Directs Department management programs involving relations with the Congress, the Office of Management and Budget (OMB), and other foreign affairs agencies.
- e. Is responsible for the use of appropriated funds, the organizational structure of the Department and the assignment of functions within the Department.
- f. Prescribes rules and regulations pursuant to the authority vested in the Secretary by 22 U.S.C. 3926 and by 22 U.S.C. 2658, as amended, to the extent delegated to him or her and approves, when appropriate, redelegations of such authority in order to carry out the functions conferred upon the Under Secretary for Management.
- g. Directs and administers the Department's information security program.
- h. Negotiates, signs, and terminates treaties and other international agreements and authorizes other United States Government officials to do so under the Circular 175 procedure of the Department (currently in 11 FAM, this will be moved to 2 FAM).

i. Assists the Secretary, on request, in representing the United States at international meetings, in performing other representational assignments, and in presenting the Department's position before congressional committees.

j. As the Department's designated audit followup official, has personal responsibility for ensuring that:

(1) Systems for audit followup, resolution, and corrective action are documented and in place;

(2) Timely responses are made to all audit recommendations, regardless of implementation responsibilities;

(3) Disagreements are resolved;

(4) Corrective actions are actually taken; and

(5) Semiannual reports are sent to the Secretary furnishing:

(a) A listing of all audit recommendations not resolved for more than 6 months, the reasons why they have not been resolved, and M's plan for ensuring resolution;

(b) The number of recommendations resolved during the reporting period;

(c) The amount of disallowed costs; and

(d) Collections, offsets, write-offs, demands for payment, other monetary benefits resulting from audits, and updates on the status of those recommendations reported unresolved for the previous reporting period.

k. Is responsible for the Federal Advisory Committee Management program.

l. Exercises authority on behalf of the Secretary of State over management-related functions vested in the Department of State and the Management of the Foreign Service personnel system.

m. In the absence of the Secretary and Deputy Secretary, serves as Acting Secretary of State as designated under Public Notice 802, dated March 30, 1982 (47 FR 16131) as amended by Public Notice 903, dated May 4, 1984 (49 FR 20590).

n. Directs and administers the Department's worldwide information resources.

o. Has substantive and coordinating responsibility for 1 FAM 044—Under Secretary for Management (M).

1 FAM 044.2 Organization

(TL:ORG-62; 1-31-95)

An organization chart of M is found as 1 FAM 044 Exhibit 044.2 .

1 FAM 044.3 Management Oversight

(TL:ORG-62; 1-31-95)

The following Department of State units report directly to the Under Secretary (M):

- (1) Bureau of Administration (A);
- (2) Bureau of Consular Affairs (CA);
- (3) Bureau of Diplomatic Security (DS);
- (4) Bureau of Finance and Management Policy (FMP); and
- (5) Bureau of Personnel (PER).

1 FAM 044.3-1 Foreign Service Institute (M/FSI)

(A) Director's Responsibilities

(TL:ORG-62; 1-31-95)

a. The Director of the Foreign Service Institute, under the general supervision of the Under Secretary for Management, and under such regulations as the Secretary of State may prescribe, in accordance with Title I, Chapter 7 of the Foreign Service Act of 1980, as amended.

b. Establishes the basic procedures and administrative practices to be followed by the Institute.

c. Plans and provides for the general nature of the training and instruction to be furnished by the Institute.

d. Correlates the training and instruction to be furnished by the Institute with the workforce development programs of the Bureau of Personnel, the training activities of other Government agencies, and with courses given at private institutions that are designed or may serve to furnish training and instruction to personnel of the Department of State.

(B) Institute Functions

(TL:ORG-62; 1-31-95)

a. The Foreign Service Institute furnishes training and instruction to personnel of the Department, and to personnel of other Government agencies for whom training and instruction in the field of foreign affairs is necessary.

b. The Institute also provides appropriate orientation and language training to family members of U.S. Government personnel in anticipation of the assignment abroad of such personnel, or while abroad.

c. Training and instruction is designed and structured by the Institute, pursuant to statutory requirements, and in response to stated needs of the Department and other agencies involved in the conduct of foreign affairs.

1 FAM 044.3-2 Director, Office of Foreign Missions (M/OFM)

(TL:ORG-62; 1-31-95)

a. Exercises authority for the Under Secretary for Management to perform functions vested in the Secretary of State by Title II of the State Department Basic Authorities Act of 1956, as amended and delegated to M.

b. Provides for the formulation and implementation of policy designed to provide for reciprocity of treatment between U.S. missions abroad and foreign missions in the United States.

c. Co-Chairs, with the Chief of Protocol (S/CPR), the Accreditation Review Panel which reviews the status and activities of foreign diplomats, consular officials, and foreign government offices within the United States to ensure that such activities are not prejudicial to U.S. interests or to the welfare of the local communities in which foreign officials work and live. The Panel assists Federal, State, and local authorities in understanding and granting to foreign diplomats the privileges and immunities required by international law.

d. Implements policies, based upon reciprocity and national interests, with regard to the acquisition and benefits, as defined by the Act, by foreign missions in the United States, and deals with representatives of these missions in implementing such policies. These policies include, but are not limited to:

(1) Tax Exemptions;

(2) Procedures pertaining to foreign mission official and personal travel and accommodations;

(3) Real estate acquisition, use disposition, alteration, lease, or sale;

- (4) Licensing and insuring motor vehicles;
- (5) Issuance of drivers' licenses;
- (6) Establishment of an effective motor vehicle safety program;
- (7) Assistance in securing staff, services, public utilities, and connections;
and
- (8) Other such matters as the Secretary may from time to time determine as appropriate.

e. Provides approval or determinations under the Foreign Missions Act regarding rights or benefits sought or made available to foreign missions, including but not limited to the opening, use, or continued conduct of activities by foreign missions.

f. Coordinates with Department offices and functional and regional bureaus on reciprocity and related national security matters, including but not limited to, the Office of Protocol, the Office of the Legal Adviser, and the Bureaus of Intelligence and Research and International Organizations, and other Federal agencies.

g. Works with State, county, and local officials concerned with issues arising under the Act, including but not limited to the location and size of foreign missions.

h. Coordinates with other public and private agencies that are involved in matters arising under the Act.

1 FAM 044.3-3 Director General of the Foreign Service and Director of Personnel (M/DGP)

(TL:ORG-62; 1-31-95)

See 1 FAM 230 , Bureau of Personnel (PER).

1 FAM 044.3-5 Director of the Diplomatic Reception Rooms (M/FA)

(TL:ORG-62; 1-31-95)

The Director of the Diplomatic Reception Rooms (M/FA) is responsible for furnishing and maintaining the Diplomatic Reception Rooms and offices and reception rooms of the Secretary, Deputy Secretary, and Under Secretary for Political Affairs. The Director is responsible for assembling and maintaining the Americana Project's collection of American antique furniture, paintings, and decorative objects from the 18th and early 19th centuries, made possible by contributed funds.

1 FAM 044.3-6 White House Liaison (M/WHL)

(TL:ORG-62; 1-31-95)

a. Advises, assists, and facilitates all non-career appointments within the Department, including Presidential Appointees requiring Senate confirmation (PAS), Senior Executive Service (SES), and Schedule C. Formulates, communicates, and coordinates between the Department, and the White House the selection and appointment of all boards, commissions, Presidential Delegations, and conferences.

b. At the direction of the Under Secretary for Management (M), facilitates, supports, and represents the Department to the White House, interagency working groups, and other Executive organizations.

1 FAM 044.3-7 Management Policy and Planning (M/P)

(TL:ORG-62; 1-31-95)

Provides dedicated policy, planning, and analytical support to the Under Secretary for Management (M) on the whole range of management issues in the three broad areas of M responsibility (human resources, financial management and operations, and support services), and supports Department-wide strategic planning activities as well as the implementation of initiatives arising from the National Performance Review.

1 FAM 044.3-8 Office of Congressional Relations (M/LEG)

(TL:ORG-66; 1-15-97)

(Effective 1-15-97)

a. On behalf of the Under Secretary, coordinates with other parts of the Department and other agencies on management issues with a Congressional component, and serves as a point of contact with the authorization and appropriation committees on these issues.

b. To streamline operations, M/LEG has been operationally merged into H on an experimental basis.

1 FAM 044.3-9 Moscow Embassy Buildings Control Office (M/MEBCO)

(TL:ORG-62; 1-31-95)

- a. Serves as the single Department unit responsible for all aspects of the Moscow Chancery project.
- b. Conducts planning for the programming, design, security, acquisition, logistic, and construction phases of the Moscow project.
- c. Selects, awards, and administers all contracts necessary to execute and support the program.
- d. Controls and is accountable for all program funds.
- e. Directs and manages the design program for both the design and the design/build phases of the project.
- f. Directs and provides construction management services for the construction phase of the project.
- g. Directs and manages the technical security, physical security, industrial security, transit security, construction security, and counter-intelligence programs for the project.
- h. Coordinates the Moscow Secure Chancery Facilities project with other organizational elements of the Department, the post, and the Intelligence Community.

1 FAM 044.4 Authorities

(TL:ORG-66; 1-15-97)

(Effective 1-15-97)

- a. Department of State Delegation of Authority No. 144—SES functions.
- b. Department of State Delegation of Authority No. 145, as amended—functions with respect to USAID Foreign Service compatibility and availability of foreign currency for educational exchange.
- c. Department of State Delegation Of Authority No. 147, as amended—the functions of the Secretary of State (except for a few reserved functions) under the Foreign Service Act of 1980.
- d. Department of State Delegation of Authority No. 150—Circular 175 Procedure authority.

- e. Department of State Delegation of Authority No. 174—Certain Ethics Functions.
- f. Department of State Delegation of Authority No. 180—Payment Of Rewards Under 22 U.S.C. 2708.
- g. Department of State Delegation of Authority No. 193, as amended—certain international organization functions.
- h. Department of State Delegation of Authority Number 198—functions under the FY 94-95 State Authorization Act (Pub.L. 103-236)
- i. Department of State Delegation of Authority Number 205—negotiation and conclusion of international agreements.
- j. Department of State Delegation of Authority Number 214—confirming delegation of management functions.
- k. Public Notice 802, dated March 30, 1982 (47 FR 16131) as amended by Public Notice 903, dated May 4, 1984 (49 FR 20590).
- l. 22 CFR Part 8—advisory committee management functions.
- m. 44 U.S.C. 3506(a)(2)(A).
- n. Paperwork Reduction Act of 1995 (Pub.L. 104-13).
- o. Government Performance and Results Act of 1993 (Pub.L. 103-62).
- p. Information Technology Reform Act of 1996 (Pub.L. 104-106).
- q. Other authorities, as appropriate.

1 FAM 045 UNDER SECRETARY FOR GLOBAL AFFAIRS (G)

1 FAM 045.1 Responsibilities

(TL:ORG-62; 1-31-95)

- a. Reports directly to the Secretary of State (S).
- b. In the absence of the Secretary and Deputy Secretary, serves as Acting Secretary of State as designated.
- c. Provides policy direction and coordination for the Department in the following areas:
 - (1) Democracy promotion;

- (2) Environment issues;
- (3) Human rights;
- (4) International criminal issues;
- (5) International labor issues;
- (6) International migration issues;
- (7) International narcotics;
- (8) Oceans policy;
- (9) Population;
- (10) Refugees; and
- (11) Science.

d. For designated areas of responsibility, directs the negotiation and implementation of agreements with foreign countries and oversees related diplomatic efforts.

e. Assists the Secretary in representing the United States at international meetings, in performing other representational assignments, and in presenting the Department's position before Congressional committees.

f. Undertakes other additional duties as may be requested by the Secretary or the Deputy Secretary.

g. Has substantive and coordinating responsibility for 1 FAM 045—Under Secretary for Global Affairs (G).

1 FAM 045.2 Management Oversight

(TL:ORG-62; 1-31-95)

a. The following Department of State units report directly to the Under Secretary (G):

- (1) Bureau for Democracy, Human Rights, and Labor Affairs (DRL);
- (2) Bureau for International Narcotics and Law Enforcement Affairs (INL);
- (3) Bureau for Oceans, Environment, and Science (OES); and
- (4) Bureau for Population, Refugees, and Migration (PRM).

b. The Department's Senior Coordinator for International Women's Affairs reports directly to the Under Secretary.

1 FAM 045.3 Authorities

(TL:ORG-62; 1-31-95)

a. The office of the Under Secretary for Global Affairs was created pursuant to section 161 of Pub.L. 103-236 (22 U.S.C. 2651a).

b. Delegation of Authority No. 150—Circular 175 Procedure authority.

c. Department of State Delegation of Authority Number 205—negotiation and conclusion of international agreements.

d. Department of State Delegation of Authority Number 214—report on women's human rights protection.

e. Public Notice 802, dated March 30, 1982 (47 FR 16131) as amended by Public Notice 903, dated May 4, 1984 (49 FR 20590).

g. Other authorities, as appropriate.

1 FAM 046 UNDER SECRETARY FOR PUBLIC DIPLOMACY AND PUBLIC AFFAIRS (R)

1 FAM 046.1 Responsibilities

(TL:ORG-81; 10-01-1999)

a. Reports directly to the Secretary of State (S).

b. In the absence of the Secretary, or Deputy Secretary, serves as Acting Secretary of State as designated.

c. Serves as the principal adviser to the Secretary and Deputy Secretary on matters of public diplomacy and public affairs. Directs formulation of and/or coordinates Department policies and positions on public diplomacy and public affairs issues. Supervises the execution of such policies within the Department of State and represents the Department on such matters with other agencies of the U.S. Government. In pursuing these functions, coordinates, as appropriate, with the other Under Secretaries of State.

d. Provides policy direction and coordination for the Department in the following areas:

(1) International educational, academic and professional exchange policy;

(2) International cultural diplomacy;

(3) International information policy;

(4) Public affairs;

(5) Foreign public opinion; and

(6) U.S. Government international civilian broadcasting.

e. Serves as the key adviser to the Secretary on all facets of public diplomacy resources, including the allocation of public diplomacy resources to the regional and functional bureaus and the oversight of their use in those bureaus, as well as in the bureaus and offices directly under the oversight of the Under Secretary.

f. For designated areas of responsibility, directs the negotiation and implementation of agreements with foreign countries and oversees related diplomatic efforts.

g. Assists the Secretary in representing the United States at international meetings, on special missions, in performing other representational assignments, and in presenting the Department's position before Congressional committees.

h. Assists the Secretary, on request, in representing the Department at interdepartmental meetings, including Cabinet councils, and in providing policy advice to the Secretary on matters under consideration by these groups.

i. Undertakes additional duties as may be requested by the Secretary or Deputy Secretary.

j. Has substantive and coordinating responsibility for 1 FAM 046.

1 FAM 046.2 Organization

(TL:ORG-81; 10-01-1999)

An organization chart of R is found as 1 FAM 046 Exhibit 046.2.

1 FAM 046.3 Management Oversight

(TL:ORG-81; 10-01-1999)

The following Department of State units report directly to the Under Secretary (R):

- (1) Bureau for Educational and Cultural Affairs (ECA);*
- (2) Bureau for Public Affairs (PA);*
- (3) Office of International Information Programs (R/IIP); and*
- (4) International Public Information Core Group Secretariat (R/ICGS).*

1 FAM 046.3-1 Office of International Information Programs (R/IIP)

(TL:ORG-81; 10-01-1999)

a. Headed by a Coordinator, who reports to the Undersecretary for Public Diplomacy and Public Affairs (R).

b. Explains and advocates U.S. foreign policy by disseminating authoritative texts and offering expert interpretation and a range of related public diplomacy products and programs. R/IIP:

(1) Acquires, produces, and maintains program-relevant printed, electronic, graphic and audio-visual materials and information.

(2) Recruits speakers and experts for overseas information programs, and, under the authority delegated by and under policy direction of the Procurement Executive (A/OPE), has the authority to issue and sign grants to individuals, not in excess of \$25,000, in accordance with the general guidelines of 22 CFR Part 515.

(3) Develops and coordinates field programs.

(4) Supports, advises, and develops operating policies for Information Resource Centers, provides guidance to Public Diplomacy elements and posts abroad on information management and dissemination, and establishes and maintains arrangements with U.S. information resource providers.

(5) Conducts "publications in translation" and reprint programs.

(6) Plans and directs services necessary to accomplish program goals.

(7) Enters into interagency agreements to further the discharge of public diplomacy responsibilities in accordance with Department policy and procedures.

c. Facilitates the free flow of information, enhances access to information technology and the global information infrastructure, and promotes respect for intellectual property rights. Also focuses on representing enduring U.S. values, particularly individual freedom and equality under the law, and on promoting democratization, market economics, human rights, the rule of law and the peaceful resolution of disputes.

d. Works closely with the geographic and functional bureaus in coordinating and setting policy standards for Public Diplomacy.

e. Assures conformity with agreed joint policy for information activities abroad. Oversees development and implementation of sound policies for our programs abroad.

f. Maintains extensive relationships with other U.S. Government agencies, private groups, and institutions in support of international information programs.

g. Is a listed Reinvention Laboratory based on the National Performance Review and using the best practices of private industry.

h. Has overall substantive and coordinating responsibility for 10 FAM 900, International Information Programs.

(A) Office of Geographic Liaison (R/IIP/G)

(TL:ORG-81; 10-01-1999)

a. Reports to the Coordinator for International Information Programs (R/IIP).

b. Serves as the point of contact for missions abroad with R/IIP in Washington, D.C. headquarters. The office includes permanent multi-functional geographic, functional, and ad hoc teams.

(B) Office of Thematic Programs (R/IIP/T)

(TL:ORG-81; 10-01-1999)

a. Reports to the Coordinator for International Information Programs (R/IIP).

b. Provides products and services to overseas posts in support of their Mission Program Plan goals and in response both to Washington D.C. headquarters initiatives and post needs. The office includes multi-functional teams organized in one of two ways:

(1) Thematic lines which closely parallel U.S. Strategic Goals and National Interests; or

(2) Product lines where output cuts across thematic lines.

(C) Office of Technology Services (R/IIP/IT)

(TL:ORG-81; 10-01-1999)

a. Reports directly to the Coordinator for International Information Programs (R/IIP).

b. Serves as the principal advisor to the Coordinator, the Assistant Secretary for Educational and Cultural Exchanges, and other officials of the Under Secretary for Public Diplomacy and Public Affairs, on all matters involving information technology and related computer and telecommunications services.

c. Leads and develops global public diplomacy initiatives that employ technology in support of the foreign affairs mission of the U.S. Government.

d. Ensures that both the R/IIP and ECA program missions are intertwined with the appropriate technology so that public diplomacy is carried out to the highest level of excellence.

e. Advises senior public diplomacy managers, and other senior managers with the Department during the creation and design of mission related programs to ensure that technology is considered every step of the way to final product delivery.

f. Researches best practices, both public and private, for potential use in support of public diplomacy.

g. Develops, interprets, and applies U.S. Government-wide technology policies and procedures in support of R/IIP programs, and directs activities of the office in support of substantive functions of the bureaus, both domestic and abroad. Support includes:

(1) Operation of the legacy local area network, as well as operation of the OpenNet and classified local area networks;

(2) Design, installation, and management of automated systems for processing, storing, and retrieving information;

(3) Development and coordination of R/IIP's office automation program, including the electronic mail system and Internet gateway; and

(4) Operation of R/IIP's central computer systems.

h. The office is responsible for coordinating and supporting the bureaus' information resource management programs (IRM programs).

i. Complies with the Department-wide information resources management strategic, tactical, and capital planning processes, by:

(1) Ensuring compliance with Department information technology architectures and standards;

(2) Developing R/IIP information resources management plans; and

(3) Adhering to Department-wide information resources management regulations and policies as codified in the Foreign Affairs Manual (FAM).

1 FAM 046.3-2 International Public Information Core Group Secretariat (R/ICGS)

(TL:ORG-81; 10-01-1999)

a. Reports to the Undersecretary for Public Diplomacy and Public Affairs (R).

b. Serves as the secretariat for the International public Information Core Group established by NSDD-68.

1 FAM 046.5 Authorities

(TL:ORG-81; 10-01-1999)

a. Under Secretary for Public Diplomacy and Public Affairs:

(1) Created pursuant to section 1313 of Pub.L. 105-277 (22 U.S.C. 2651a(b));

(2) Department of State Delegation of Authority Number (10-01-1999);

(3) Delegation Order Number 205, Negotiation and Conclusion of International Agreements, as amended;

(4) Presidential Decision Directive NSC-68, April 30, 1999; and

(5) Other authorities as appropriate.

b. Office of International Information Programs (R/IIP) and its programs:

(1) National Performance Review letter of June 7, 1994 designating R/IIP's predecessor organization as a reinvention laboratory. This designation continues in effect.

(2) United States Information and Educational Exchange Act of 1948, as amended, 22 U.S.C. et seq. ("Smith-Mundt Act") and section 208 of Pub.L. 99-93 (Foreign Relations Authorization Act, FY-94-95-"Zorinski amendment");

(3) Title VIII, Public Law 102-511 (22 U.S.C. 2452 note), Freedom Support Act;

(4) Pub.L. 107-179, Support for East European Democracies Act of 1989 ("SEED Act");

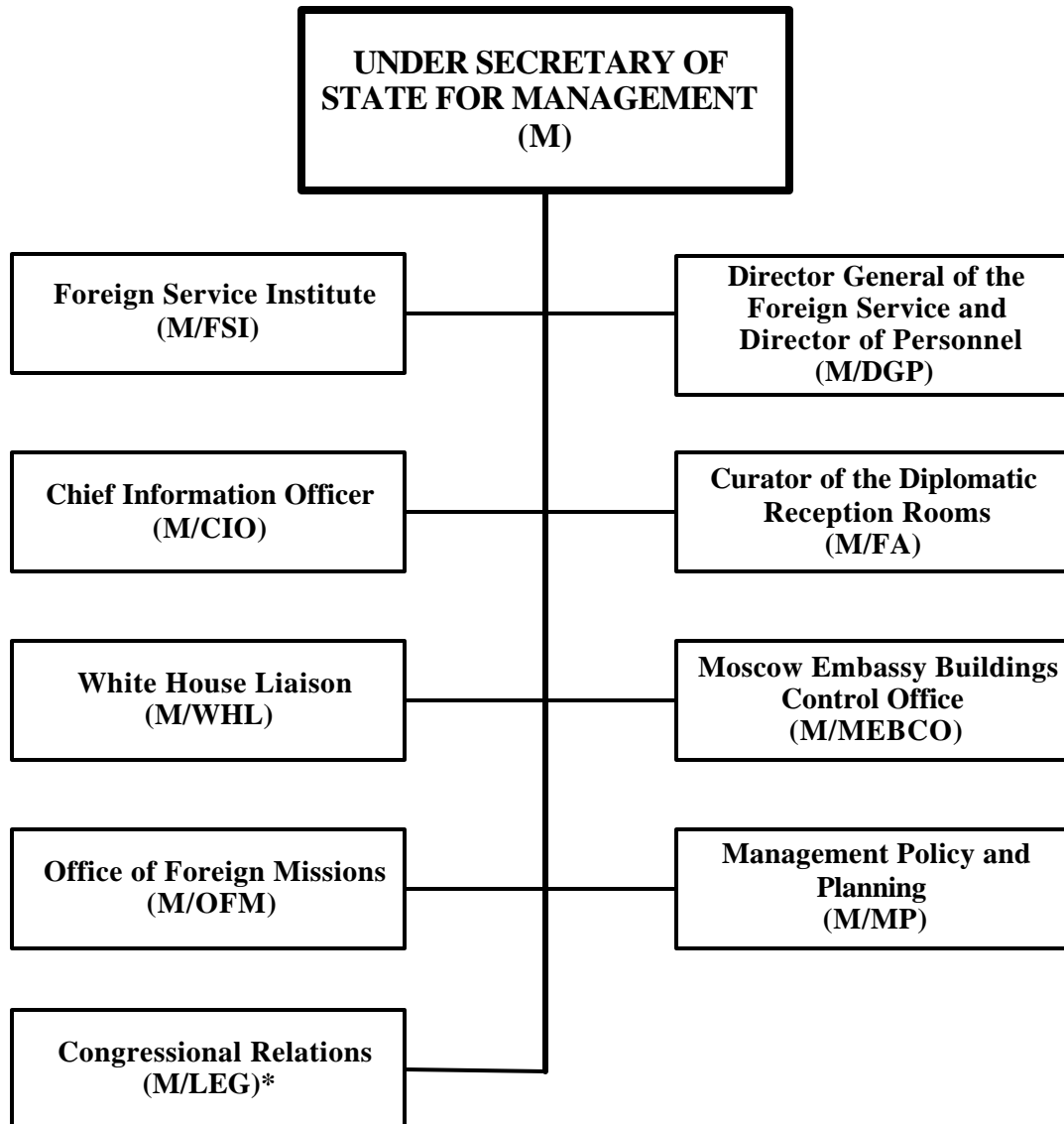
(5) The Mutual Educational and Cultural Exchange Act of 1961, Educational and Cultural Exchange Act of 1961, as amended, 22 U.S.C. 2451 et seq. (Fulbright-Hays Act); and

(6) Pub. L. 105-277, Section 1601 (Foreign Affairs Reform and Restructuring Act of 1998) regarding reinvention status;

1 FAM 047 THROUGH 049 UNASSIGNED

1 FAM 044 Exhibit 044.2
UNDER SECRETARY OF STATE FOR
MANAGEMENT (M)

(TL:ORG-66; 1-15-97)
(Effective 1-15-97)



*This office is merged into the Bureau of Legislative Affairs (H) on an experimental basis.

1 FAM 046 Exhibit 046.2
UNDER SECRETARY OF STATE FOR
PUBLIC DIPLOMACY (R)

(TL:ORG-81; 10-01-1999)

